



Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, California 91109

December 15, 2004

Attention: Small Business Participant
Subject: Invitation to the 17th Annual High-Tech Conference
Dates: Tuesday, March 1 and Wednesday, March 2, 2005
Meeting Place: Radisson Hotel at Los Angeles Airport

JPL celebrates its 17th Anniversary High-Tech Small Business Conference for small, minority, and women-owned businesses!

Attendees can expect to: (1) interface with approximately 250 corporate, federal, state, and city government representatives to discuss potential contracting and subcontracting opportunities; (2) improve knowledge and skills to compete in the federal government and prime contractor sector; and (3) attend workshops on current trends and issues. A subsequent discussion period will follow each workshop session to allow for a greater exchange of ideas and concepts. With emphasis placed on expanding R&D opportunities for small, minority, and women-owned entrepreneurs, the conference is especially timely.

In addition to meeting large organizations during the two-day Marketplace, you will have an added opportunity to further market your company at the Mixer/Networking Reception(s).

The conference theme continues to be "Matching small businesses (including small disadvantaged businesses and women-owned businesses) with large businesses (federal government and prime contractors) at a minimum cost to each, for the purpose of discussing purchasing/procurement opportunities."

Enclosed you will find a Tentative Agenda, Tentative Workshop Topics, and a partial list of government agencies, prime contractors, and other large procuring organizations who attended in March 2003.

In response to your request for registration information, please return the enclosed Registration Form with a check or money order for **\$125 per attendee** payable to the "**Jet Propulsion Laboratory**" no later than **February 14, 2005**. For tracking purposes, please make a notation in the comment section of your check or money order stating payment is for "High-Tech 2005." **Credit card payment is available.** See the enclosed Registration Form.

For hotel accommodations, please make reservations with The Radisson no later than **February 11, 2005**.

If you have any questions or concerns, please do not hesitate to call our office at (818) 354-8689, 354-7531, 354-7532, or 354-6093. Our office fax number is (818) 393-1746. I welcome your participation and look forward to seeing you.

Sincerely,

Martin Ramirez
Conference Coordinator
martin.m.ramirez@jpl.nasa.gov
<http://acquisition.jpl.nasa.gov/boo/conferences.htm>

Enclosures:

HIGH-TECH CONFERENCE REGISTRATION

Registration Fee

The cost is **\$125 per attendee**. Conference registrants must return the completed Registration Form along with a check or money order in the amount stated for each participant by **February 14, 2005** payable to the “**Jet Propulsion Laboratory**.” (This form may be reproduced if needed). **Credit card payment is available**. See the enclosed Registration Form.

Purchase orders are not accepted. We encourage pre-payment of the registration fee, as cash will not be accepted on site. Confirmation will be mailed upon receipt of pre-payment. To facilitate the registration process at the conference site, please bring your confirmation postcard with you.

Hotel Accommodations

The Radisson Hotel at Los Angeles Airport is located at 6225 W. Century Blvd., Los Angeles, California 90045.

Registrants are responsible for making their own hotel arrangements! For reservations at the Radisson call (310) 670-9000 or toll-free at (800) 333-3333. Mention that you are registering for the “JPL High-Tech Conference.” Guests can book reservations on-line at www.radisson.com using the Access Code “HIGH”. You will need to type this code into the Promotional Code box, request Los Angeles and the arrival and departure dates. Room rates are \$99.00 single/double occupancy. Please make your reservation(s) by **February 11, 2005**, to ensure the special rate. Room rates will be \$199.00 after this date.

Transportation

Complimentary transportation to/from the Los Angeles International Airport is available on a 24-hour basis. Courtesy phones are available at each Baggage Claim area to request transportation.

Hotel Parking

Parking fees at the Radisson are \$5.00 for self-parking and \$7 valet for day use and do not include in and out privileges. A special \$10 self-parking fee with in and out privileges is available for overnight hotel guests.

Cancellation Policy

Refunds (100%) are made upon receipt of written cancellation prior to February 21, 2005. A 50% refund is made upon receipt of written cancellation prior to February 25, 2005. NO REFUNDS THEREAFTER; HOWEVER, YOU MAY SEND A SUBSTITUTE. (Please notify our office of any substitutions.) Registration refunds are distributed approximately 4 to 6 weeks **after** the conference has concluded.

Tentative Agenda

Monday, February 28, 2005
5:00-6:00 p.m. - Registration
5:00-7:00 p.m. - Reception

Tuesday, March 1, 2005
7:00-9:00 a.m. – Registration
7:00-8:00 a.m. – Cont. Breakfast
8:00-8:45 a.m. - Conference Overview
9:00-11:45 a.m. - Marketplace
9:00-11:45 a.m. – Workshops
12:00-1:30 p.m. - Lunch
1:30-4:30 p.m. – Marketplace
2:00-4:15 p.m. – Workshops
4:30-6:00 p.m. - Networking Reception

Wednesday, March 2, 2005
7:00-9:00 a.m. - Registration
7:00-8:00 a.m. - Cont. Breakfast
8:00-8:45 a.m. – Conf. Overview
9:00-11:45 a.m. - Marketplace
9:00-11:45 a.m. - Workshops
12:00-1:30 p.m. - Lunch
1:30-4:00 p.m. – Workshops

Tentative Workshop Topics

- *NASA Initiatives*
- *Marketing Strategies/Subcontracting Opportunities*
- *U.S. Small Business Administration (SBA) Programs*

Marketplace Participants *

Prime Contractors / Government Agencies / Departments / Other Large Purchasing Procurement / Assistance Organizations, Etc.

The Aerospace Corp
Alabama A&M University
Anteon Corp
ATK Thiokol Propulsion
Ball Aerospace
BBN Technologies
The Boeing Co
Booz Allen Hamilton
Caltech
Canoga Perkins
CHARO Community Dev
City of Long Beach
City of Los Angeles CDD/ICD
Commerce Funding Corp
Computer Sciences Corp
CMTC
DRS Sensor Systems
El Camino College
The Federal Technology Ctr
General Atomics
General Dynamics
Goodrich Corp
Hamilton Sundstrand
Hartnell College Foundation
Honeywell
HR Textron Inc

Hispanic Chamber of Commerce
Industrial Tectonics
Irvin Aerospace
ITT
Jacobs Sverdrup Naval Sys Group
Jet Propulsion Laboratory
John Hopkins U/Applied Physics Lab
L-3 Communications
LA County Community Dev Comm
LA County/DoD Proc Assistance Ctr
Lawrence Livermore Natl Lab
Lockheed Martin
Metrolink
MHW Americas
MTC Technologies Inc
NASA
Natl Ctr for American Indian Ent Dev
Northrop Grumman
OCTA
Orbital Sciences Corp
Pacific Scientific
Parker Hannifin
Parsons
Pasadena City College
PeopleSoft Inc
Pratt & Whitney

Pratt & Whitney
Proc Asst Ctr (RCCD)
Proc Resource Ctr
PTAC – San Diego
Rand Corp
Raytheon
Rockwell Scientific
SAIC
Stanford Linear Accel Ctr
State of CA Dept of Gen Svcs
Tecom Industries
Teledyne
UC Irvine
UCLA
United Space Alliance
US Air Force
US Army
US Dept of HUD
US Dept of State
US Dept of Transportation
US Dept of Veterans Affairs
US General Svcs Admin
US Navy
US Small Business Admin
Whittaker Controls

* Note: 2004 attendees

REGISTRATION FORM

[] Enclosed is my check, money order, or credit card information for **\$125 per attendee** payable to the "**Jet Propulsion Laboratory**." I understand purchase orders are not accepted.

Please type or print clearly the following: (*Note: Print Company and Attendee's Name as you would like it to appear on your badge.*)

Attendee's Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____

Phone #: _____ Fax #: _____

Credit Card Information (If payment is by credit card, you may fax this form to Martin Ramirez at 818/393-1746)

Charge my: [] American Express [] VISA [] MasterCard

Card #: _____

_____ (*American Express requires 4 digit security code found on either front or back of the card*)

Expiration Date: _____ Month _____ Year

Billing Address (if different than above):

Address: _____

City/State/Zip: _____

Signature: _____

Print Name (as shown on card) _____

Company Status:

[] Small Business

[] Certified Small Minority Business

[] Small Woman-Owned Business

[] HUBZone Small Business

[] Veteran-Owned Small Business

[] Service Disabled Veteran-Owned Business

IMPORTANT! To ensure that your Registration Form and payment reaches our office by **February 14, 2005**, please forward to the address below. (*If this address is not used exactly as printed below, you risk your check getting lost in the general JPL mail and could take months to locate.*)

**Jet Propulsion Laboratory
Business Opportunities Office
Attn: Martin Ramirez, M/S 190-205
4800 Oak Grove Drive
Pasadena, CA 91109-8099**